Surface Water Database
Complete Chemical Analysis Results

Instructions on how to import the data files into a spreadsheet application.
Directions are given for Microsoft Excel; other spreadsheet applications are similar.

1) Save the file to your computer as described at
http://www.cdpr.ca.gov/docs/sw/surfcont.htm

Open your spreadsheet application (i.e., Microsoft Excel) and open the downloaded file
through the application (in Excel, click on **file**, **open**, etc.) You can't just double click the
file icon. In the "open" dialog box, you may have to select "All Files" in the "Files of
Type" dropdown menu before you can select the text file for opening.

In MS Excel, a dialog box will appear ("Text Import Wizard").

Text Import Wizard Step 1:
"Fixed Width" should already be selected for "Original Data Type"; if not, select it. The
other default settings ("Start Import at row" and "File origin") should work as selected.
Click "next".

Text Import Wizard Step 2:
Follow the directions in the next dialog box to set the field widths/column breaks. To do
this, insert "break lines" at each of the "end column" positions given in Table 2 on the
web page, and delete any break lines that are at any other positions (some will be
inserted by the software; delete them according to the directions in the dialog box).

Text Import Wizard Step 3:
This allows you to set the "column data format" - you can do this here or leave it and set
the format within your spreadsheet if needed.

Click "finish".

The contents of the file will appear in the spreadsheet. To save it as an Excel file, click
"file", "save as" and then select "Microsoft Excel Workbook (*.xls)" and save.